

Public Service Commission

Ministry of Public Security

**Competitive Examination for making recruitment to the post of Senior Authorized Officer
in the Management Assistant Supra Class Service Category of the Department of
Immigration and Emigration – 2023**

Applications are invited from the Authorized Officers eligible as at 31.12.2023 for the Competitive Examination of making recruitment on the basis of merit for the post of Senior Authorized Officers of the Department of Immigration and Emigration.

1. Recruitments are made through this Examination for the post of Senior Authorized Officers of the Department of Immigration and Emigration. Unless otherwise specified, the term " post " means the post of Senior Authorized Officer.

2. The closing date of applications is 05th of July, 2024.

2.1. Written Examination –

This examination consists of two (02) papers.
(See Schedule 1)

2.2. Date of Examination –

This examination will be held in Colombo in August, 2024. The Controller General of Immigration and Emigration reserves the power to postpone or cancel this examination.

- 2.3. Examination Conducting Authority - By Sri Lanka Institute of Development Administration on the approval of the Public Service Commission

2.4. Structured interview

- (i) By an interview panel appointed by the Public Service Commission.

3. The number of Senior Authorized officers to be appointed is 38. At the event of exceeding the number of vacancies by the candidates who have secured equal marks for the last vacancy or for the last few vacancies, the Public Service Commission will make the final decision regarding filling up the number of vacancies. The effective date of this promotion will be the date of holding the Structured Interview.

4. Conditions of Service :

An applicant selected will be appointed to the post of Senior Authorized officer subjecting to the general conditions, Provisions of the Establishments Code and Financial Regulations, Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No. 2310/29 of 14.12.2022, terms and conditions of the Scheme of Recruitment for the Senior Authorized officers of Supra class service category of Management Assistants of the Department of Immigration and Emigration approved by the Public Service Commission dated 20.12.2013 and the amendments already made and to be made to the Scheme in future.

4.2 This position is permanent and Pensionable.

5. Monthly Salary Scale :

The monthly salary scale of this post is Rs. 41,580-11x755-18 x1030-68425 as per the Schedule No. I of Public Administration Circular 03/2016 dated 25.02.2016. Accordingly, he/she is placed on the 6th salary step of the same. Additionally, the other allowances paid by the Government from time to time to the Government officers will also be received.

6. Method of recruitment

6.1. Written Examination

6.2. Structured interview

7. Qualifications for Recruitment

- i. Having completed at least five (05) years of active service in the Grade I Authorized Officer category.
- ii. Having passed the Efficiency bar Examination of Grade II Authorized Officers.

8. Other facts

a. Physical Eligibility :

8.1 Every candidate should be of sufficient physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

8.2 All the qualifications stipulated in this notification shall have been completed as at 31.12.2023 for making recruitment to the post.

b. Other Qualifications :

- (i) All the candidates who pass the written examination will be called for the structured interview in terms of 7.4.3.1 of the Scheme of Recruitment for the post of Senior Authorized Officer in the Management Assistant Supra Class Service Category of the Department of Immigration and Emigration.

- (ii) The Public Service Commission makes recruitments for the vacancies of the post based on the number of existing vacancies and the order of merit of total marks secured at the written examination and the structured interview.
- (iii) The qualifications will also be scrutinized at the same time when the structured interview is held.
- (iv) Attendance at interviews shall not be constituted as the fulfillment of eligibility to offer the appointment.

9. Other Conditions

- 9.1 Applicants selected shall be bound to perform their duties compulsorily at airports and seaports as well.
- 9.2 In addition to the requirements laid down in the Scheme of Recruitment of the relevant post, all the officers shall acquire the necessary proficiencies and skills as determined by the Government from time to time.
- 9.3 The provisions in the Establishments Code and the conditions in the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette dated 14.12.2022 and the Public Service Commission No. 2310/29 shall be applicable for every appointment.
- 9.4. In case of necessity, action will be taken as per the decision of the Public Service Commission in respect of the facts which have not been mentioned in this notification.

10. Examination fees

- 01. The fee for the examination is Rs. 2,000.00. Receipt, obtained making payment of these examination fees to be credited to the Account No. 7039793 of Battaramulla Branch of Bank of Ceylon at the Department of Immigration and Emigration at any Branch of Bank of Ceylon in the island, shall be affixed in the appropriate place on the application. (It will be useful to keep a photocopy of the receipt.) The fee paid for the examination will not be refunded or transferred for any other examination on any reason.

11. Mode of Application

- a. The application should be in the same medium of language in which the candidate intends to sit for the examination.

- b. The application shall be in compliance with the specified format attached to this notice and shall be prepared as per the specimen application using both sides of a 8 ½ X12 (A4) size paper. The application may be prepared either by typing or computerizing or in the applicant's own handwritings. It is emphasized to prepare the application, as to appear Nos. 01 to 10 on the first page and the Nos. 11 to 14 on the second page. Applications with incomplete information and applications received after the closing date will be rejected. Further, it is the responsibility of the applicant to scrutinize as to whether the completed application is in compliance with the specimen application in the notification of examination. (It will be useful to keep a photocopy of the application with the applicant.)
- c. Applications prepared accordingly shall be hand delivered to the Management Service Officer of the relevant subject at the Administration Branch and a letter of acknowledgement shall be obtained or sent by registered post on or before 05th of July, 2024 through the Sectional Head to reach “The Controller General of Immigration and Emigration, Department of Immigration and Emigration, “Suhurupaya’, Battaramulla”. In sending applications, “Competitive Competency Examination for making recruitment to the post of Senior Authorized Officer – 2023” shall be indicated clearly on the top left hand corner of the envelope.
- d. The candidate's signature on the application shall be attested by a Principal of a Government School/ Justice of the Peace/ Commissioner of Oaths/ Attorney at Law/ Notary Public/ Authorized Officer of the Armed Forces/ Officer holding a Gazetted post in the Police Service or a Staff Grade officer holding a permanent post in the Government.
- e. No complaints will be entertained regarding loss or delay of applications in post.

Acknowledgement of receipt of the applications will not be made. The Director General of Sri Lanka Institute of Development Administration will issue an admission card to the candidates assuming that only those who possess the qualifications mentioned in the Gazette Notification have applied. If there is any applicant who has not received admission card shall inform the Controller (Administration) using the telephone number 0112101553. The applicant's full name, address, National Identity Card Number and name of the examination shall be mentioned then and at the event of such inquiry. It is important to have the copy of the application kept by the applicant, the copy of the receipt of payment and the receipt received at the time of registering the application. If you are an applicant from outside of Colombo, it may be helpful to send a letter of request to the Sri Lanka Institute of Development Administration by fax (0115980257) stating a fax number and the above information in order to obtain a copy of the admission card through fax.

12. Admission for the Examination

- a. Only the applicants who have been issued Admission cards by the Director General of the Sri Lanka Institute of Development Administration are permitted to sit for the examination. A candidate who does not produce the Admission card on the date of examination will not be permitted to sit for the examination.
- b. Candidates are required to sit the examination at the examination hall assigned to them. The Admission card attested his / her signature shall be handed over to the Supervisor of the Examination Hall on the day he /she sits the examination.
- c. Note - Issuance of an admission card for examination to a candidate shall not be constituted as fulfillment of all the qualifications requested by this notification either to sit the examination or to hold a post.

13. Identity of Candidate

The candidates shall prove their identity to the satisfaction of the Supervisor for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose.

- (i) National Identity Card issued by the Department for Registration of Persons
- (ii) Valid Passport
- (iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and ears so as to verify their identity. Candidates who refuse to prove their identity so will not be permitted to enter into the examination hall. Furthermore, the applicant shall not cover his /her face and ears so as to verify his /her identity for the examination authorities at the event of entering the examination hall until leaving at the end of the examination.

14. Penalty for providing false information.

True information shall be provided carefully at the event of filling the application forms. The candidature of an applicant will be cancelled as per the rules and regulations of this examination if it is found that he /she does not eligible before the examination, at the event of holding examination or after the examination.

15. Conducting the examination

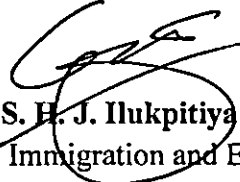
- a. This examination is held in Sinhala, Tamil and English media.
- b. A candidate shall sit for the examination in the medium of language he / she obtained the highest educational qualification or in an official language.
- c. The medium of language in the application will not be permitted to change subsequently.

16. Results of Examination

- a) The Director General of the Sri Lanka Institute of Development Administration will hand over the Result Register prepared as per the merit of the total marks secured by candidates at the Written Examination and the Structured Interview to the Public Service Commission. Subsequent to handing over the relevant result Register to the Department of Immigration and Emigration along with the approval of the Public Service Commission, it will be published in the official website of the Department.
- b) The Candidates are subject to the rules and regulations stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the holding of examination and the issuance of results. If such rules and regulations are violated, he / she will be subject to a penalty imposed by the Director General of Sri Lanka Institute of Development Administration.

17. If there is any inconsistency or incompliance among the Sinhala, Tamil and English media notifications, the Sinhala media notification shall prevail.

By order of the Public Service Commission.


I. S. H. J. Ilukpitiya
Controller General of Immigration and Emigration,
Department of Immigration and Emigration.

On ..!O..... in June, 2024

Suhurupaya
Department of Immigration and Emigration,
Battaramulla.

Schedule 1

Syllabus and Marking Scheme of Written Examination

➤ The maximum marks awarded for the written examination is 40

Question paper	Syllabus	Duration	Total Marks	Minimum pass mark
Question Paper I	<p>This question paper consists of 04 parts and each part carries 25 marks.</p> <p>(i) Questions on a case study covering the duties related to duty of Senior Authorized officer</p> <p>(ii) Questions on the regulations of International Aviation Services Organization, Bilateral and Multilateral Agreements related to International Aviation Services etc.</p> <p>(iii) Questions on office procedures and Financial regulations</p> <p>(iv) Questions prepared to test the knowledge of English language</p>	02 hours	100	40
Question Paper II	This consists of questions prepared in relation to the Immigrants and Emigrants Act, Citizenship Act and Registration of Persons Act (including the amendments made to those Acts and regulations imposed related thereto).	02 hours	100	40

Schedule 2

Marking Scheme of the Structured Interview

- The maximum marks awarded for the Structured Interview is 60.
- Marks will be given as follows in terms of the Provisions in Public Service Commission Circular No. 01/2019 dated 13.06.2019 for the additional Service experience.

Main areas for which marks are awarded	Maximum Marks	Minimum marks required for the selection
<p>The most senior officer will be given the maximum marks.</p> <p>Seniority for other officers = the maximum marks assigned for the seniority Additional period of service of the senior most officer (Years x12+months) X Additional period of service of the relevant officer (Years x 12+months)</p>	60	Not applicable.
Total Marks	60	